

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

JOB OPPORTUNITY

FISCAL ADMINISTRATIVE ASSISTANT #OC105177

**OFFICE OF THE COMMISSIONER
FISCAL SERVICES DIVISION**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current exam list for Fiscal Administrative Assistant
Location: 410 Capitol Avenue, Hartford, CT 06106
Job Posting No: OC105177
Schedule: Monday - Friday, 8:00 a.m. – 4:30 p.m., Full time, 40 hours per week
Salary Range: \$52,593.00 - \$66,923.00
Posting Date: March 31, 2014 **Closing Date:** April 5, 2014

Eligibility Requirement:

Candidates must have applied for and passed the **Fiscal Administrative Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include: independently prepare new or renewal contracts for 4 newly established State agencies (Aging, Housing, Rehabilitation Services and Early Childhood); maintain tracking system of all steps and processes in contract establishment or renewal; perform basic accounting work in reviewing private non-profit budget information submitted as part of their contract; assist with monitoring of Personal Service Agreements (PSA), Purchase of Service Contracts (POS) and all Memorandum of Agreement/Understanding (MOA/U); assist with reviewing all contract documents for completeness and accuracy; utilize Core-CT for reporting and analysis of contract funding; prepare spreadsheets; performs related duties as required.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).

PLEASE SEND APPLICATIONS TO:

DMHAS/Office of the Commissioner
Human Resources 4th Floor
410 Capitol Avenue,
Hartford, CT 06106
Fax: (860) 418-6697
Maria.D.DeJesus@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **(P-5)**